Information Technology Policy
& Strategy Committee
Minutes

November 7, 2002
Room 405 State Capitol
9:00am-10:00am

In Attendance:

Al Sherwood	Gae Lyn Deland	Ken March
Bill Gerow	George Brown	Kevin Van Ausdal
Bob Woolley	Gene Puckett	Marsha Dotson
Carl Meek	Greg Gardner	Neal Christensen
Chris Heim	Jeannie Watanabe	Phil Windley
Chris Calcut	Jim Calaway	Renee Matsuura
Dave Willis	Jonathan Ball	Rich North
Dave Fletcher	Lloyd Johnson	Steve Fulling
Doug Richins	Ken Gee	Mark E. Ward

1. **Welcome (Phil Windley)**

   Phil Windley called the meeting to order at 9:00am. Greg Gardner motioned for the minutes from the Sept. 26, 2002 meeting to be approved. Gae Lyn Deland seconded the motion. Motion passed.

2. **Utah Technical Architecture: Information Technology Product Standards (Action) (Bob Woolley)**

   Doug Richins asked that a note be made by the contract numbers to say what date they are current. Neal Christensen asked about the approval process. Phil said that if the purchase is on this document then it is approved. If it is not it helps to have the most information possible so the CIO staff can review the recommendation and justification of the plan to approve the purchase. If the purchase is more than $5000 then it goes to the CIO for approval. If it is under that amount it is an IT issue and will be reviewed quickly. This document is a set of guidelines as to where we go and what we migrate from. This document will be reviewed quarterly.

ACTION:
Dave Willis motioned for this document to be approved with the additional sentence suggested by Doug Richins concerning dates for contract numbers. Bill Gerow seconded the motion. Motion passed.

3. **Review of Past Technology Architecture Efforts (Bob Woolley)**

This document represents a review matrix. The first table is a list of standard rules, policies, and statutes that this group has previously approved. It describes when the last approval date was and when the next review date is. The second table is a schedule for 2003 based on table one. This document will eventually be put on the CIO website with links to the appropriate documents. A lot of documents on the table don't have a review date and a decision needs to be made whether these documents will be reviewed at all.

ACTION:
Neal Christensen motioned that a small group be formed to make suggestions on the documents and set the calendar for the coming year. Lloyd Johnson seconded the motion. Motion passed. Lloyd Johnson, Dave Willis, Al Sherwood, Greg Gardner and Jonathan Ball will be in the small group.

4. **Meeting Schedule (Phil Windley)**

No ITPSC meeting will be held in December. The next meeting will be in January.

Meeting adjourned at 9:35am.